

**STATE OF IDAHO
DIVISION OF BUILDING SAFETY
HVAC BUREAU
208-332-7158 Meridian
208-769-1579 ext. 221 Coeur D'Alene**

*TO ALL PERSONS APPLYING FOR A HVAC HOMEOWNER'S PERMIT,
PLEASE RETAIN FOR YOUR RECORDS*

1. The person making application must be the owner of the property at the time of application. The owner must physically do his/her own work. Homeowners who decide to have the HVAC work done for them shall not hire or solicit the help of any person other than a licensed HVAC contractor. Any HVAC work done by that licensed person will require a separate permit.
2. The HVAC inspectors are not permitted to design an HVAC system for you, but will be happy to answer questions regarding state codes. **NOTE:** Only qualified HVAC inspectors/supervisors have the training and the experience to give the proper advice on state codes. If you have any questions on your plans or rough drafts, contact the inspector in your area's "OFFICE PHONE" (highlighted on the other side of this page), or Russ Owen at 208-332-8996.
3. If you decide to delay starting HVAC work after obtaining your permit, please notify the inspector in your area.
4. **It is your responsibility as the homeowner to schedule an appointment for an inspection.** To do so, please call your inspector's "TO SCHEDULE INSPECTIONS" phone number that is highlighted on the other side of this page.
5. The job identification sticker must be posted at the job site for identification purposes. Please post the job site sticker on the premises where the job is being done, where the inspector can see it when he walks onto the property.
6. All inspections must be made PRIOR to covering HVAC work. This would typically be called a *rough-in* inspection. Since there are different phases of construction, subsequent inspections may need to be made. Check with the inspector in your area for more information.
7. If at any time the HVAC inspector finds that the work which has been completed does not meet state codes, a notification will be given either verbally or in writing of the corrections that need to be made.
8. Upon completion of the work a *FINAL* inspection is required.
9. At the time of inspection, the inspector will verify that you have paid the correct fees for your permit. If the fees are incorrect, you will receive written notification.
10. If you have any questions concerning the status of your inspection(s), please call Susan Barnes at 332-4000 or Chris Matthies at 332-7135.